

TEXAS HOUSE OF REPRESENTATIVES



EDDIE RODRIGUEZ

FIFTY-FIRST DISTRICT

Legislative Intern (Unpaid) Capitol Office

Representative Eddie Rodriguez is seeking highly motivated and responsible individuals to assist with the day-to-day operations in the Capitol office as part of our team. Interns will assist in a wide variety of administrative tasks and policy work. Full and part-time positions are available and interns are expected to commit to at least 10 - 15 hours a week.

Duties & Responsibilities

Duties include answering phones and greeting visitors, researching policy issues and legislation, working with constituents, assisting with office communications and tasks, briefing senior staff on various topics, and performing other duties as assigned.

Qualifications

The ideal candidate should have a strong work ethic and be comfortable working as part of our team. Candidates should be detailed oriented and have excellent organization and communication skills and a working knowledge of modern office equipment.

Salary:

This is an unpaid internship opportunity.

To Apply:

Interested candidates should email a resume and cover letter with "Legislative Internship" in the subject line to Alison Ross at AlisonM.Ross@house.texas.gov.

The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment of the provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865

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